

HUMAN RESOURCES MANAGEMENT



Eunice Mahote

Labelling and Staff Supervisor at Niqua Juice in Jefferys Bay, whom the ECDC is enabling to expand

AIM

To render Human Resources Administration, Human Resources Development, Organisational Development and Labour Relations Services to the Corporation.

SERVICE DELIVERY

All departments and government institutions / entities are required to develop a Service Delivery Improvement (SDI) Plan. The following tables reflect the components of the SDI Plan as well as progress made in the implementation of the plans by the corporation.

HUMAN RESOURCES MANAGEMENT

1.1 Main services provided and standards

Main services	Actual customers	Potential customers	Standards of service	Actual achievements against standards
Provision of HR services	All business units, Management, Board, Staff and Union	Job applicants	Providing the right person at the right time. Recruitment of the right skills within acceptable turnaround times.	More than 80% of complement achieved.
Access to HR services	All business units, Management, Board, Staff and Union	Job applicants	Provision of professional advice and support.	Professional advice and support rendered on a needs basis.

1.2 Consultation arrangements with customers

Type of arrangement	Actual customers	Potential customers	Actual achievements
Regular consultation	Management Board Staff	-	Regular engagement and participation in meetings. Reports and submissions made as required.
Ad hoc consultations	Organised labour	-	Consultation on matters of mutual interest undertaken.

1.3 Service information tools

Types of information tools	Actual achievements
HR Policies and Procedures Manual	The manual has been reviewed and will be submitted to the Board for approval.
Internet, intranet, email and information system policy document	Accessible to all customers and potential customers.

1.4 Complaints mechanism

Complaints mechanism	Actual achievements
Documented grievance procedure	Grievance procedure in place and utilised by staff.

2. EXPENDITURE

2.1 Personnel costs by salary bands, 2008/09

Salary bands	Personnel expenditure	% of total personnel cost	Average personnel cost per employee
Unskilled (Grade 2-6)	1,151,139	2	115,113
Semi-skilled (Grade 7-11)	14,714,886	21	201,573
Skilled (Grade 12-16)	32,082,822	46	451,870
Senior management (Grade 17-23)	22,067,378	31	788,120
Total	70,016,225	100	

HUMAN RESOURCES MANAGEMENT

2.2 Salaries, overtime, home owners' allowances and medical aid by salary bands, 2008/09

Programme	Salaries		Home owners' allowances		Medical assistance	
	Amount	Salaries as a % of personnel cost	Amount	HOA as a % of personnel cost	Amount	Medical assistance as a % of personnel cost
Unskilled (Grade 2-6)	756,935	66	127,120	11	219,098	19
Semi-skilled (Grade 7-11)	8,704,071	59	1,316,629	9	2,185,547	15
Skilled (Grade 12-16)	17,065,113	53	2,429,286	8	3,145,650	10
Senior management (Grade 17-23)	12,388,440	56	296,701	1	1,438,838	7
Total	38,914,560	56	4,169,736	6	6,989,133	10

3. EMPLOYMENT AND VACANCIES

3.1 Employment and vacancies by programme, 31 March 2009

Programme	Number of posts as at 31 March 2008	Restructuring obsolete posts	Number of posts as at 31 March 2009	Number of posts filled	Vacancy rate %	Number of employees additional to establishment
Investments	32	1	31	29	6	-
Property Management and Development	40	0	40	37	8	-
Development Services Unit	48	1	47	35	25	-
Support Services	63	0	63	58	8	-
Total	183	2	181	159	12	-

3.2 Employment and vacancies by salary bands, 31 March 2009

Salary band	Number of posts	Number of posts filled	Vacancy rate %	Number of employees additional to the establishment
Unskilled (Grade 2-6)	10	9	10	-
Semi-skilled (Grade 7-11)	62	58	6	-
Skilled supervision (Grade 12-16)	75	67	11	-
Senior management (Grade 17-23)	35	25	29	-
Total	181	159	12	-

4. JOB EVALUATION

4.1 Job evaluations, 1 April 2008 to 31 March 2009

Salary band	Number of posts	Number of jobs evaluated	% of posts evaluated by salary bands	Posts upgraded		Posts downgraded	
				Number	% of posts evaluated	Number	% of posts evaluated
Unskilled (Grade 2-6)	10	0	0	-	-	-	-
Semi-skilled (Grade 7-11)	62	4	6	0	0	-	-
Skilled supervision (Grade 12-16)	74	3	4	-	-	0	0
Senior management (Grade 17-23)	35	3	9	-	-	-	-
Total	181	10	6	0	0	0	0

4.2 Profile of employees whose salary positions were upgraded due to their posts being upgraded, 1 April 2008 to 31 March 2009

No positions were upgraded during this financial year.

4.3 Employees whose salary level exceed the grade determined by job evaluation, 1 April 2008 to 31 March 2009 (in terms of PSR 1.V.C.3)

No employee's salary level exceeded the grade.

4.4 Profile of employees whose salary level exceed the grade determined by job evaluation, 1 April 2008 to 31 March 2009 (in terms of PSR 1.V.C.3)

No employee's salary exceeded the grade

5. EMPLOYMENT CHANGES

5.1 Annual turnover rates by salary band, 1 April 2008 to 31 March 2009

Salary band	Number of posts filled as at 31 March 2009	Appointments and transfers into the corporation	Terminations and transfers out of the corporation	Number of employees per band as at 31 March 2009	Turnover rate %
Unskilled (Grade 2-6)	10	0	1	9	10
Semi-skilled (Grade 7-11)	56	6	4	58	7
Skilled supervision (Grade 12-16)	66	7	6	67	10
Senior management (Grade 17-23)	16	11	2	25	12
Total	148	24	13	159	

5.2 Reasons why staff are leaving the organisation

Termination type	Number	% of total
Death	2	15
Resignation	7	54
Expiry of contract	1	8
Dismissal – operational changes	0	0
Dismissal – misconduct	1	8
Dismissal – inefficiency	0	0
Discharged due to ill-health	0	0
Retirement	2	15
Other (transferred to another entity)	0	0
Total	13	100

Total number of employees who left as a % of the total employment (5%)

5.3 Promotions by critical occupation

There were no promotions during the period under review. However, personnel have been appointed into acting positions at a higher grade.

5.4 Promotions by salary band

There were no promotions during the period under review. However, personnel have been appointed in acting positions at a higher grade.

HUMAN RESOURCES MANAGEMENT

6. EMPLOYMENT EQUITY

6.1 Total number of employees (including employees with disabilities) in each of the following occupational categories, 31 March 2009

Occupational categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Unskilled (Grade 2-6)	2	0	0	0	7	0	0	0	9
Semi-skilled (Grade 7-11)	15	0	0	0	42	0	1	0	58
Skilled supervision (Grade 12-16)	23	1	1	6	31	2	0	3	67
Senior management (Grade 17-25)	12	1	3	4	4	0	0	1	25
Total	52	2	4	10	84	2	1	4	159
Employees with disabilities	0	0	0	0	1	0	1	0	2
Grand total	52	2	4	10	85	2	2	4	161

6.2 Recruitment, 1 April 2008 to 31 March 2009

Occupational categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Unskilled (Grade 2-6)	0	0	0	0	0	0	0	0	0
Semi-skilled (Grade 7-11)	0	0	0	0	6	0	0	0	6
Skilled supervision (Grade 12-16)	3	1	0	0	3	0	0	2	9
Senior management (Grade 17-25)	6	0	1	0	2	0	0	0	9
Total	9	1	1	0	11	0	0	2	24
Employees with disabilities	0	0	0	0	0	0	0	0	0

6.3 Promotions, 1 April 2008 to 31 March 2009

There were no promotions during the period under review. However, personnel have been appointed in acting positions at a higher grade.

6.4 Terminations, 1 April 2008 to 31 March 2009

Occupational categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Unskilled (Grade 2-6)	0	0	0	0	1	0	0	0	1
Semi-skilled (Grade 7-11)	0	0	0	0	3	1	0	0	4
Skilled supervision (Grade 12-16)	1	0	0	1	3	0	0	1	6
Senior management (Grade 17-25)	1	0	0	0	1	0	0	0	2
Total permanent	2	0	0	1	8	1	0	1	13
Non-permanent	1	0	0	0	2	0	0	0	3
Employees with disabilities	0	0	0	0	0	0	0	0	0
Grand total	3	0	0	1	10	1	0	1	16

6.5 Disciplinary action, 1 April 2008 to 31 March 2009

Occupational categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Disciplinary action	1	0	0	0	1	0	0	0	2

6.6 Skills development for the period 1 April 2008 to 31 March 2009

Refer to 13.1 and 13.2 of this document.

7. FOREIGN WORKERS

7.1 Foreign workers by salary band, 1 April 2008 to 31 March 2009

Salary band	1 April 2008		31 March 2009		Change	
	Number	% of total	Number	% of total	Number	% change
Unskilled (Grade 2-6)	-	-	-	-	-	-
Semi-skilled (Grade 7-11)	-	-	-	-	-	-
Skilled (Grade 12-16)	1	100	1	100	1	100
Senior management (Grade 17-23)	-	-	-	-	-	-
Total	-	100	1	100	1	100

7.2 Foreign workers by major occupation, 1 April 2008 to 31 March 2009

Major occupation	1 April 2008		31 March 2009		Change	
	Number	% of total	Number	% of total	Number	% change
Trade & Industry Advisor and related	1	100	1	100	1	100
Total	1	100	1	100	1	100

8. LEAVE UTILISATION FOR THE PERIOD 1 APRIL 2008 TO 31 MARCH 2009

8.1 Sick leave, 1 April 2008 to 31 March 2009

Salary band	Total days	Number of days with medical certification	Number of employees using sick leave	% of total employees using sick leave	Average days per employee
Unskilled (Grade 2-6)	20	5	6	67	3
Semi-skilled (Grade 7-11)	380	43	44	73	9
Skilled supervision (Grade 12-16)	393	43	39	58	10
Senior management (Grade 17-23)	143	11	13	52	11
Total	936	102	102	64	9

8.2 Disability leave (temporary and permanent), 1 April 2008 to 31 March 2009

There was no disability leave during the period under review.

8.3 Annual leave, 1 April 2008 to 31 March 2009

Salary band	Total days taken	Average per employee
Unskilled (Grade 2-6)	181	20
Semi-skilled (Grade 7-11)	1,369	24
Skilled supervision (Grade 12-16)	1,302	19
Senior management (Grade 17-23)	490	20
Total	3,342	21

8.4 Capped leave, 1 April 2008 to 31 March 2009

Leave has been capped at 40 days per employee.

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1.2 Consultation arrangements with customers

Type of arrangement	Actual customers	Potential customers	Actual achievements
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1.3 Service information tools

Types of information tools	Actual achievements
HR Policies and Procedures Manual	The manual has been reviewed and will be submitted to the Board for approval.
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4. JOB EVALUATION

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Semi-skilled (Grade 7-11)	62	4	6	0	0	-	-
Skilled supervision (Grade 12-16)	74	3	4	-	-	0	0
Senior management (Grade 17-23)	35	3	9	-	-	-	-
Total	181	10	6	0	0	0	0

4.2 Profile of employees whose salary positions were upgraded due to their posts being upgraded, 1 April 2008 to 31 March 2009

No positions were upgraded during this financial year.

4.3 Employees whose salary level exceed the grade determined by job evaluation, 1 April 2008 to 31 March 2009 (in terms of PSR 1.V.C.3)

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5.1 Annual turnover rates by salary band, 1 April 2008 to 31 March 2009

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Semi-skilled (Grade 7-11)	56	6	4	58	7
Skilled supervision (Grade 12-16)	66	7	6	67	10
Senior management (Grade 17-23)	16	11	2	25	12
Total	148	24	13	159	

5.2 Reasons why staff are leaving the organisation

Termination type	Number	% of total
Death	2	15
Resignation	7	54
Expiry of contract	1	8
Dismissal – operational changes	0	0
Dismissal – misconduct	1	8
Dismissal – inefficiency	0	0
Discharged due to ill-health	0	0
Retirement	2	15
Other (transferred to another entity)	0	0
Total	13	100

Total number of employees who left as a % of the total employment (5%)

5.3 Promotions by critical occupation

There were no promotions during the period under review. However, personnel have been appointed into acting positions at a higher grade.

5.4 Promotions by salary band

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HUMAN RESOURCES MANAGEMENT

6. EMPLOYMENT EQUITY

6.1 Total number of employees (including employees with disabilities) in each of the following occupational categories, 31 March 2009

Occupational categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Unskilled (Grade 2-6)	2	0	0	0	7	0	0	0	9
Semi-skilled (Grade 7-11)	15	0	0	0	42	0	1	0	58
Skilled supervision (Grade 12-16)	23	1	1	6	31	2	0	3	67
Senior management (Grade 17-25)	12	1	3	4	4	0	0	1	25
Total	52	2	4	10	84	2	1	4	159
Employees with disabilities	0	0	0	0	1	0	1	0	2
Grand total	52	2	4	10	85	2	2	4	161

6.2 Recruitment, 1 April 2008 to 31 March 2009

Occupational categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Unskilled (Grade 2-6)	0	0	0	0	0	0	0	0	0
Semi-skilled (Grade 7-11)	0	0	0	0	6	0	0	0	6
Skilled supervision (Grade 12-16)	3	1	0	0	3	0	0	2	9
Senior management (Grade 17-25)	6	0	1	0	2	0	0	0	9
Total	9	1	1	0	11	0	0	2	24
Employees with disabilities	0	0	0	0	0	0	0	0	0

6.3 Promotions, 1 April 2008 to 31 March 2009

There were no promotions during the period under review. However, personnel have been appointed in acting positions at a higher grade.

6.4 Terminations, 1 April 2008 to 31 March 2009

Occupational categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Unskilled (Grade 2-6)	0	0	0	0	1	0	0	0	1
Semi-skilled (Grade 7-11)	0	0	0	0	3	1	0	0	4
Skilled supervision (Grade 12-16)	1	0	0	1	3	0	0	1	6
Senior management (Grade 17-25)	1	0	0	0	1	0	0	0	2
Total permanent	2	0	0	1	8	1	0	1	13
Non-permanent	1	0	0	0	2	0	0	0	3
Employees with disabilities	0	0	0	0	0	0	0	0	0
Grand total	3	0	0	1	10	1	0	1	16

6.5 Disciplinary action, 1 April 2008 to 31 March 2009

Occupational categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Disciplinary action	1	0	0	0	1	0	0	0	2

6.6 Skills development for the period 1 April 2008 to 31 March 2009

Refer to 13.1 and 13.2 of this document.

7. FOREIGN WORKERS

7.1 Foreign workers by salary band, 1 April 2008 to 31 March 2009

Salary band	1 April 2008		31 March 2009		Change	
	Number	% of total	Number	% of total	Number	% change
Unskilled (Grade 2-6)	-	-	-	-	-	-
Semi-skilled (Grade 7-11)	-	-	-	-	-	-
Skilled (Grade 12-16)	1	100	1	100	1	100
Senior management (Grade 17-23)	-	-	-	-	-	-
Total	-	100	1	100	1	100

7.2 Foreign workers by major occupation, 1 April 2008 to 31 March 2009

Major occupation	1 April 2008		31 March 2009		Change	
	Number	% of total	Number	% of total	Number	% change
Trade & Industry Advisor and related	1	100	1	100	1	100
Total	1	100	1	100	1	100

8. LEAVE UTILISATION FOR THE PERIOD 1 APRIL 2008 TO 31 MARCH 2009

8.1 Sick leave, 1 April 2008 to 31 March 2009

Salary band	Total days	Number of days with medical certification	Number of employees using sick leave	% of total employees using sick leave	Average days per employee
Unskilled (Grade 2-6)	20	5	6	67	3
Semi-skilled (Grade 7-11)	380	43	44	73	9
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Senior management (Grade 17-23)	143	11	13	52	11
Total	936	102	102	64	9

8.2 Disability leave (temporary and permanent), 1 April 2008 to 31 March 2009

There was no disability leave during the period under review.

8.3 Annual leave, 1 April 2008 to 31 March 2009

Salary band	Total days taken	Average per employee
Unskilled (Grade 2-6)	181	20
Semi-skilled (Grade 7-11)	1,369	24
Skilled supervision (Grade 12-16)	1,302	19
Senior management (Grade 17-23)	490	20
Total	3,342	21

8.4 Capped leave, 1 April 2008 to 31 March 2009

Leave has been capped at 40 days per employee.

HUMAN RESOURCES MANAGEMENT

8.5 Leave payouts, 1 April 2008 to 31 March 2009

The following table summarises payments made to employees as a result of leave that was not taken.

Reason	Total amount	Number of employees	Average payment per employee (R's)
Leave payout for 2008/09 due to non-utilisation of leave for the previous cycle	-	-	-
Capped leave payouts on termination of service for 2008/09	-	-	-
Current leave payout on termination of service for 2008/09	412,559	16	25,785
Total	259,666	15	17,311

9. HIV/AIDS AND HEALTH PROMOTION PROGRAMMES

9.1 Steps taken to reduce the risk of occupational exposure

Units/categories of employees identified to be at high risk of contracting HIV & related diseases (if any)	Key steps taken to reduce the risk
None	The HIV/AIDS Committee did play a role to make staff aware of the pandemic, and was working towards motivating staff to do Voluntary Counselling and Testing (VCT). During the period reported this committee has been inoperative.

9.2 Details of health promotion and HIV/AIDS programmes

Question	Yes	No	Details, if yes
Has the corporation designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001? If so, provide her/his name and position.	✓		June Moshoeshoe Coordinator: Training and Development
Does the corporation have a dedicated unit or has it designated specific staff members to promote the health and well being of your employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose.	✓		2 employees
Has the corporation introduced an Employee Assistance or Health Promotion Programme for your employees? If so, indicate the key elements/services of this Programme.	✓		June Moshoeshoe had been appointed. No progress in the reported period.
Has the corporation established (a) committee(s) as contemplated in Part VI E.5 (e) of Chapter 1 of the Public Service Regulations, 2001? If so, please provide the names of the members of the committee and the stakeholder(s) that they represent.	✓		<ul style="list-style-type: none"> June Moshoeshoe Lindelo Bottoman Yoliswa Ntloko Ikhona Mvaphantsi
Has the corporation reviewed its employment policies and practices to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed.	✓		All HR policies were reviewed. The recruitment policy complies with legislation. Pre-employment testing prohibited. Benefits offered only in terms of conditions of employment and not on basis of HIV status.
Has the corporation introduced measures to protect HIV-positive employees or those perceived to be HIV-positive from discrimination? If so, list the key elements of these measures.	✓		The policy on HIV was adopted. The policy prohibits any employment practices that discriminate against HIV-positive employees.
Does the corporation encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have you achieved.	✓		Progress has not been measured in this regard as VCT is encouraged as a confidential exercise to avoid stigma and discrimination.
Has the corporation developed measures/indicators to monitor & evaluate the impact of its health promotion programme? If so, list these measures/indicators.		✗	Still to be developed.

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Has the corporation established (a) committee(s) as contemplated in Part VI E.5 (e) of Chapter 1 of the Public Service Regulations, 2001? If so, please provide the names of the members of the committee and the stakeholder(s) that they represent.	✓		<ul style="list-style-type: none"> June Moshoeshoe Lindelo Bottoman Yoliswa Ntloko Ikhona Mvaphantsi
Has the corporation reviewed its employment policies and practices to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed.	✓		All HR policies were reviewed. The recruitment policy complies with legislation. Pre-employment testing prohibited. Benefits offered only in terms of conditions of employment and not on basis of HIV status.
Has the corporation introduced measures to protect HIV-positive employees or those perceived to be HIV-positive from discrimination? If so, list the key elements of these measures.	✓		The policy on HIV was adopted. The policy prohibits any employment practices that discriminate against HIV-positive employees.
Does the corporation encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have you achieved.	✓		Progress has not been measured in this regard as VCT is encouraged as a confidential exercise to avoid stigma and discrimination.
Has the corporation developed measures/indicators to monitor & evaluate the impact of its health promotion programme? If so, list these measures/indicators.		✗	Still to be developed.

10. LABOUR RELATIONS

10.1 Collective agreements, 1 April 2008 to 31 March 2009

1: (SACCAWU) - wage agreement

10.2 Misconduct and disciplinary hearings finalised, 1 April 2008 to 31 March 2009

Outcomes of disciplinary hearings	Number	% of total
Correctional counselling	-	-
Verbal warning	-	-
Written warning	0	-
Final written warning	1	50
Suspended without pay	-	-
Fine	-	-
Demotion	-	-
Dismissal	1	50
Not guilty	-	-
Case withdrawn	-	-
Total	2	100

10.3 Types of misconduct addressed at disciplinary hearings

Type of misconduct	Number	% of total
Poor work performance	-	-
Assault of colleague	-	-
Unacceptable behaviour	-	-
Misuse of vehicle	-	-
Theft	-	-
Bribery	-	-
Negligence	1	50
Misappropriation of funds	-	-
Fraud	1	50
Sexual harassment	-	-
Total	2	100

10.4 Grievances lodged, 1 April 2008 to 31 March 2009

	Number	% of total
Number of grievances resolved	1	100
Number of grievances not resolved	-	-
Total number of grievances lodged	1	100

10.5 Disputes lodged with Councils, 1 April 2008 to 31 March 2009

One dispute lodged with the CCMA in the period under review and that dispute was resolved.

10.6 Strike actions, 1 April 2008 to 31 March 2009

None.

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10.7 Precautionary suspensions, 1 April 2008 to 31 March 2009

Number of people suspended	0
Number of people whose suspension exceeded 30 days	0
Average number of days suspended	0
Cost (R's) of suspensions	0

11. SKILLS DEVELOPMENT

11.1 Training needs identified, 1 April 2008 to 31 March 2009

Occupational categories	Gender	Number of employees identified as at 1 April 2008	Training needs identified at start of reporting period			
			Internships	Skills programmes, other short courses & ABET	Other forms of training study loans	Total programmes, short courses & forms of training
Legislators, senior officials and managers	Female	6	0	30	0	30
	Male	11	0	0	0	0
Professionals	Female	10	6	0	0	6
	Male	11	4	16	0	20
Technicians and associate professionals	Female	11	8	4	0	12
	Male	10	0	0	0	0
Clerks	Female	23	15	16	0	31
	Male	14	4	0	0	4
Service and sales workers	Female	0	24	0	0	24
	Male	0	3	21	0	24
Skilled agriculture and fishery workers	Female	0	-	0	0	0
	Male	0	-	6	-	6
Craft and related trades workers	Female	-	-	-	-	0
	Male	-	-	-	-	0
Plant and machine operators and assemblers	Female	-	-	-	-	0
	Male	0	0	0	0	0
Elementary occupations	Female	0	0	0	0	0
	Male	0	-	-	0	0
Sub total	Female	50	53	53	0	106
	Male	36	11	40	0	51
Total		86	64	93	0	157

NB* Skills programmes, other short courses and ABET were not identified by gender. The figures in this column cater for both genders.

11.2 Training, 1 April 2008 to 31 March 2009

Occupational categories	Gender	Number of employees trained as at 31 March 2009	Training provided within reporting period			
			Learnerships	Skills programmes, other short courses & ABET	Other forms of training study loans	Total programmes, short courses & forms of training
Legislators, senior officials and managers	Female	6	0	18	0	18
	Male	11	0	22	0	22
Professionals	Female	10	0	13	1	14
	Male	11	0	21	1	22
Technicians and associate professionals	Female	10	0	18	2	20
	Male	11	0	16	0	16
Clerks	Female	23	84	32	4	120
	Male	14	27	25	0	52
Service and sales workers	Female	9	0	9	-	9
	Male	5	0	0	0	
Skilled agriculture and fishery workers	Female	0	0	-	-	0
	Male	0	0	-	-	0
Craft and related trades workers	Female	-	-	-	-	-
	Male	-	-	-	-	-
Plant and machine operators and assemblers	Female	-	-	0	-	0
	Male	0	-	1	-	1
Elementary occupations	Female	0	-	-	-	-
	Male	-	-	-	-	-
Sub total	Female	50	84	90	7	181
	Male	36	27	85	1	113
Total		86	111	175	8	294

12. INJURY ON DUTY

12.1 Injury on duty, 1 April 2008 to 31 March 2009

Nature of injury on duty	Number	% of total
Required basic medical attention only	-	-
Temporary Total Disablement	-	-
Permanent Disablement	-	-
Fatal	-	-
Total	0	0

13. UTILISATION OF CONSULTANTS

13.1 Report on consultant appointments using appropriated funds

One (1) consultancy firm was appointed.

13.2 Analysis of consultant appointments using appropriated funds, in terms of Historically Disadvantaged Individuals (HDI's)

No consultants were appointed using appropriated funds.

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13.3 Report on consultant appointments using donor funds

No consultant was appointed using donor funds.

13.4 Analysis of consultant appointments using donor funds, in terms of Historically Disadvantaged Individuals (HDIs)

No consultant was appointed using donor funds.